

Report on Appointment **MavCONNECT Quick Guide**

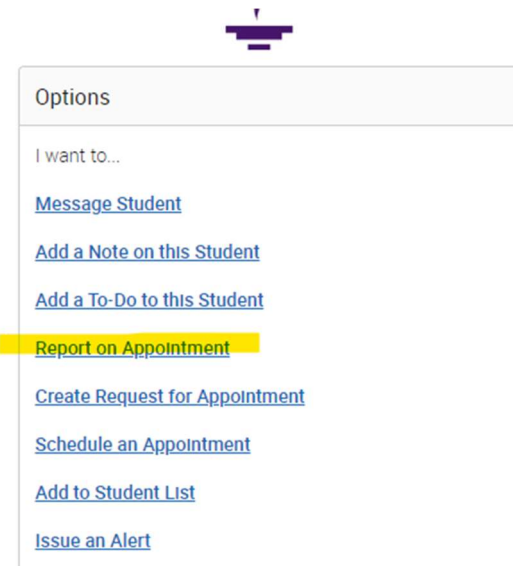
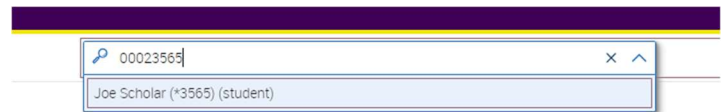


When to use this function? *When a student walks in or calls and you have an IMPROMPTU appointment which you would like to document. Do NOT use this function if a student has an existing appointment made via MavCONNECT as that appointment will not be closed out, and you will have created a new appointment.*

Log into [MavCONNECT](#)



Find your student using the Quick Search Bar & StarID or TechID



Click on “Report on Appointment” Right side, under Options

Fill out with your:

- Care Unit
- Location
- Appt Service(s)
- Meeting Type
- Appointment Summary notes and then

Click “Save this Report”



By using *Report on Appointment*, you are creating an Appointment and Appointment Summary at the same time. Appointment Summaries ARE visible to students. Students will NOT get Appointment Created notifications however.